

**ADAM™ WORD PROCESSING**  
PROGRAMMING MANUAL  
REVISED EDITION



ADAM<sup>TM</sup> Family Computer System SmartWRITER<sup>TM</sup> Word Processing

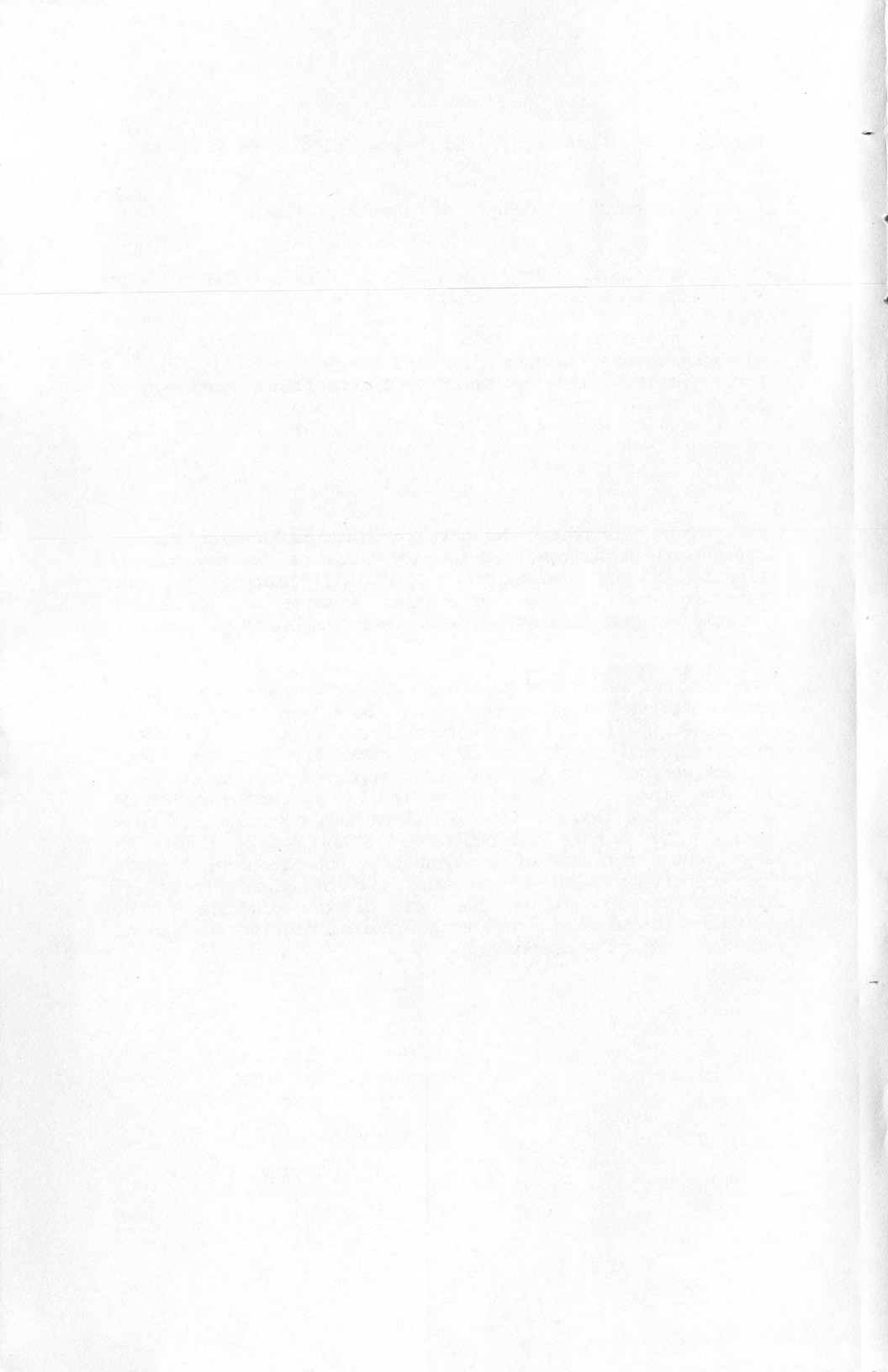
by Deborah J. Miller and Deborah Q. Voosen

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## WARNING ON CLASS B PRODUCTS

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna;
- Relocate the computer with respect to the receiver;
- Move the computer away from the receiver;
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

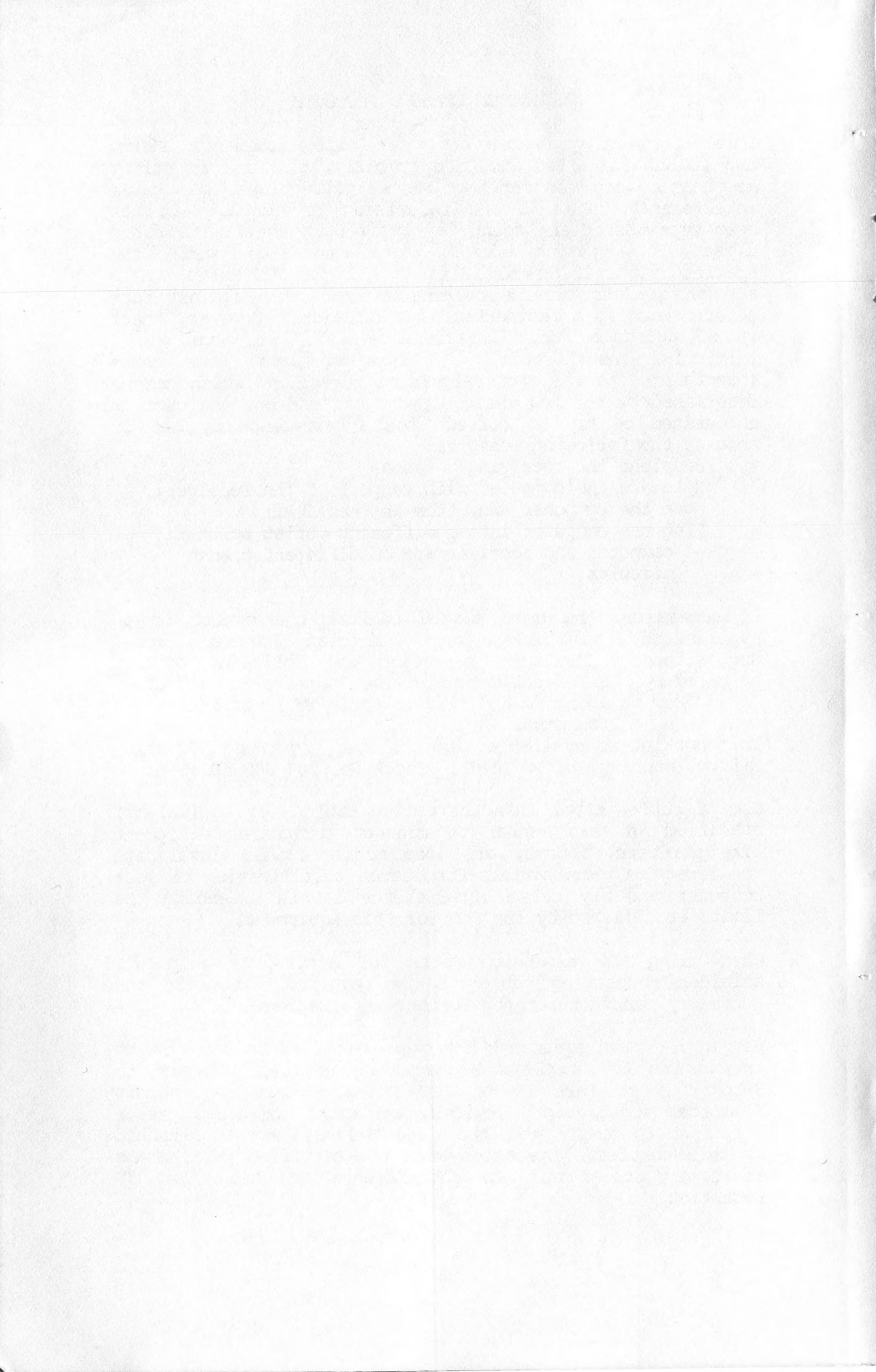
"How to Identify and Resolve Radio/TV Interference Problems".

This booklet is available from the U.S. Government Printing Office, Washington, DC 20402. Stock No. 004-000-00345-4.

Use of cables other than the Coleco cables (or equivalent) specified in this manual to connect peripheral equipment like printers, modems, or video monitors will invalidate the Federal Communications Commission certification of your computer and may cause interference levels exceeding the limits established by the FCC for this equipment.

When using any expansion ports for accessory equipment, shielded connecting cable may be required. Contact the accessory manufacturer for further information.

**Warning:** This equipment has been certified to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.



## SERVICE POLICY

Please read the Set-Up Manual carefully before using the product. If your ADAM Family Computer System fails to operate properly, please refer to the troubleshooting checklist and the checkout procedures in the Set-Up Manual. If you cannot correct the malfunction after consulting these sections, please call Customer Service on Coleco's toll-free hotline: 1-800-842-1225 nationwide or 1-800-361-2122 in Canada.

This service is in operation from 8:00 a.m. to 5:00 p.m. Eastern Standard Time, Monday through Friday.

If Customer Service advises you to return your ADAM Family Computer System, please carry it in or return the entire system postage prepaid and insured, in the original box (if possible), with your name, address, proof of the date of purchase, and a brief description of the problem to the Service Station you have been directed to return it to by the toll-free service information. If your unit is found to be factory defective during the Limited Warranty period, it will be repaired or replaced at no cost to you. If the unit is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your computer requires service after expiration of the Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: 1-800-842-1225 nationwide or 1-800-361-2122 in Canada.

**IMPORTANT: SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE**

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## INTRODUCTION

### What Can The SmartWRITER Word Processor Be Used For?

The SmartWRITER Word Processor can be used by children and adults for anything that needs to be typed. SmartWRITER is used to type personal and business letters; notes and memos; business, committee, and school reports; school assignments; term papers; charts; resumes; name, address, and telephone lists; and minutes of meetings.

### How Can I Learn to Use The SmartWRITER Word Processor?

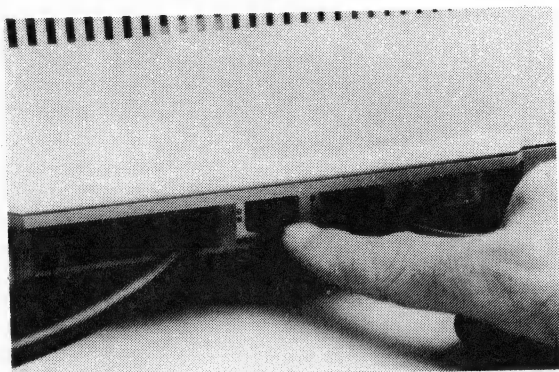
Some people simply sit down at their SmartWRITER Word Processor and begin using it. They find that the labels on the Command Keys -- such as STORE/GET and PRINT -- don't need any explaining. They also find that Smart Key labels and messages, which appear at the bottom of the screen, are easy to follow and help guide them through procedures.

But other people prefer to read something about SmartWRITER first. They may find enough help in the Easy Reference Guide. Or, they may want even more information.

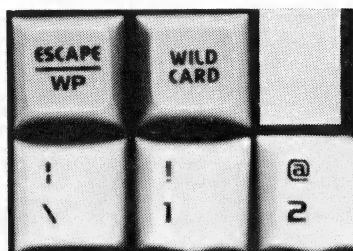
This book contains almost everything there is to know about your SmartWRITER Word Processor. In less than 5 or 10 minutes, you can complete each practice in chapters 1 through 11. If you haven't used word processing before, you'll find it easiest to go through these in the order presented. Otherwise, just complete the chapters on an as-needed basis.

If you have a reference question, just turn to Chapter 12 or your separate SmartWRITER Easy Reference Guide.

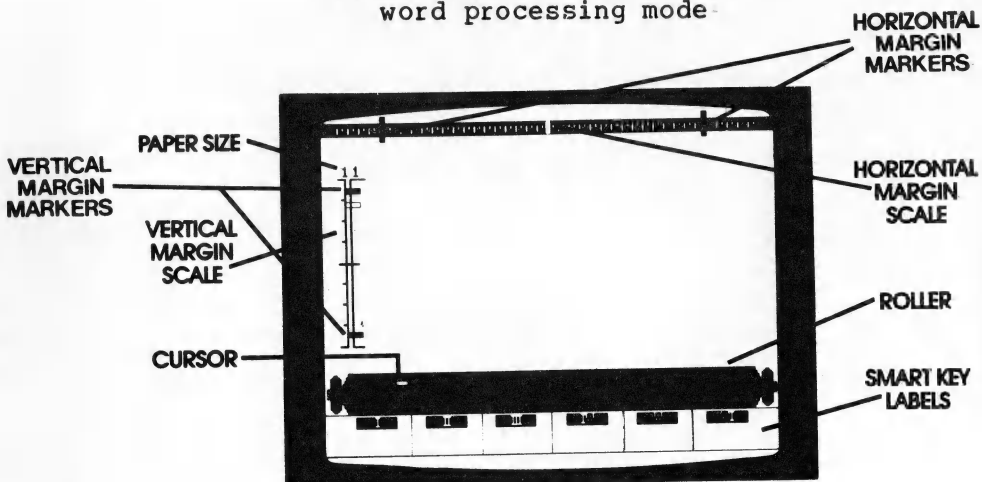
You'll find additional tips on using word processing in the last part of the Set Up Manual.



Turning on the SmartWRITER Word Processor



Press ESCAPE/WP to get into word processing mode



Screen will appear

## Chapter 1

### **YOUR'RE AN INSTANT EXPERT WITH SmartWRITER**

Writing school compositions, reports, and letters can be easy and fun with SmartWRITER Word Processing. This unique word processing system is built into your computer. In fact, your ADAM Family Computer System comes with everything you need — you don't need to purchase any other equipment to use SmartWRITER Word Processing.

Using word processing is like using an electronic typewriter — with one important difference. When you use a typewriter, anything you type immediately appears on paper. If you make a mistake or want to change something, you can't. You have to type the page again.

When you use word processing, everything you type appears on your computer screen. If you make a mistake or want to change something, you can. You correct your work on the computer screen. Then, when everything is perfect, you tell the computer to print your work.

#### **Practice #1 — Entering Text**

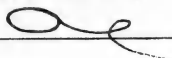
All you do to use SmartWRITER is press the ESCAPE/WP key and type your text. You don't even have to worry about setting margins, since they are preset for you. To see how easy it is to use SmartWRITER, complete the steps which follow. Additional information which may interest you is included in parentheses. Read it if you wish.

1. Turn ADAM on by pressing the power switch on the back of the printer.
2. Press the ESCAPE/WP key which is located at the upper left corner of the keyboard. (The Standard Format word processing screen, shown in the illustration, should now be on your screen. Notice where the margins are indicated. At the bottom of the screen are Smart Key labels which define what the keys marked with Roman numerals I-VI will do. These labels change and guide you through certain steps.)

You will find typing easy on your ADAM Family Computer System. You can type as fast as you want, and then correct errors later on. You can even store text so you can add to it or change it later.

Type your text

You will find typing easy on your ADAM Family Computer System. You can type as fast as you want, and then correct errors later on. You can even store text so you can add to it or change it



Backspace to erase mistakes

You will find typing easy on your ADAM Family Computer System. You can type as fast as you want, and then correct errors later on. You can even store text so you can add or change it in the future.

Type in corrected copy

## Chapter 1

### Practice #1 (continued)

3. Type the text shown below. Type it exactly as you would on a typewriter — with one exception. Do not press the RETURN key at the end of each line. Just keep typing and watch what happens. If you make any mistakes, ignore them for now.

---

You will find typing easy on your ADAM Family Computer System. You can type as fast as you want, and then correct errors later on. You can even store text so you can add to it or change it later.

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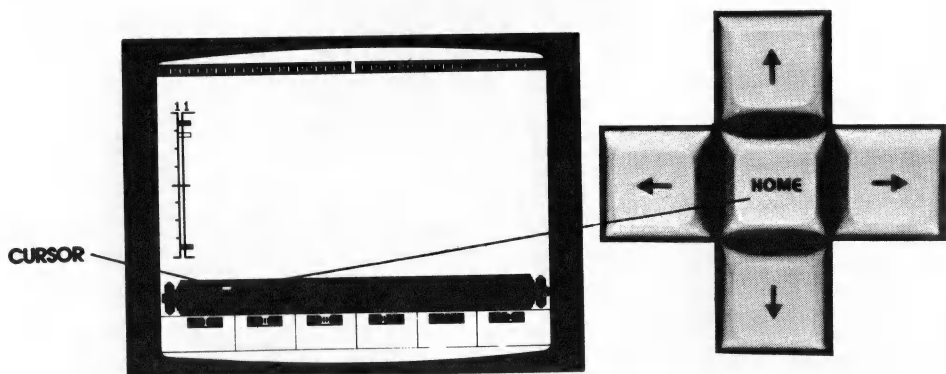
(Did you notice that the computer automatically moved words that didn't fit at the end of one line to the beginning of the next line? This "wrap-around" feature makes typing easy and fast. The RETURN key is used for only three reasons: to end a line before you reach the right margin, before an indented line and to create a blank line.)

(You may also have noticed dots at the end of some lines. Dots indicate that a word was too long to fit on the previous line on the roller.)

### Practice #2 - Fixing Mistakes

How do you fix mistakes on a typewriter? By using BACKSPACE and a lot of correction fluid. You'll find it's much easier to correct mistakes on SmartWRITER.

1. Assume you made a mistake in the last word you typed - "later." You can erase it by pressing BACKSPACE several times. Do this now. Then type "in the future." Your text should match the last example on Page 12.



The cursor and the keys used to move it without erasing any text



Press print to begin the Print Command



Read the Smart Key Labels at the bottom of the screen to use the Smart Keys

## Chapter 1

### Practice #2 (continued)

2. If you're accustomed to using an electronic typewriter, you may wonder how to backspace without erasing letters. Well, look at the right side of your keyboard for the four keys with the arrows on them. Press the key with the left arrow on it and see what happens. With SmartWRITER, you don't have to "erase" mistakes. You can just type the correct copy over them.

(This time your text was not erased as the underline, which tells you where the next letter will be typed, moved to the left. On a computer, the underline is called a cursor. The only keys which can move the cursor without "destroying" text are the arrow and HOME keys — which are called the Cursor Control Keys. You'll learn more about these keys in Chapter 7. And you'll learn more ways to fix mistakes in Chapter 5 and 6.)

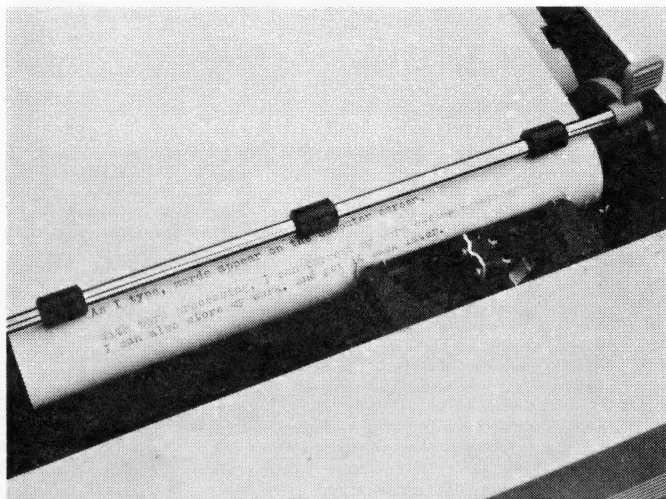
### Practice #3 - Printing Text

You can print text anytime with the SmartWRITER Word Processor. You can print before you correct mistakes, after you correct mistakes, or both times. And you can print as many copies as you want. Print your text by completing these steps.

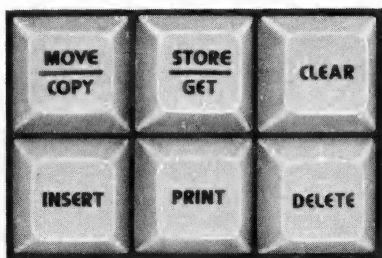
1. To tell SmartWRITER you want to print, press the key labeled PRINT on the right side of the keyboard. When you do this, watch what happens to the labels at the bottom of the screen.

(The labels changed! In fact, you even got a message from SmartWRITER to help you through the print procedure. Whenever you press certain keys, these labels will change and messages may appear. The messages always appear on a yellow background. The labels with the Roman numerals correspond to the keys on the top row of the keyboard marked I through VI.)

2. Since you want to print only the text on the screen, look at the labels on the screen for PRINT SCREEN. It's IV. So, press the key marked with a Roman numeral IV. (Since these keys change to help you complete a command, they are called "Smart Keys.")



**Your printed text. Letter quality. Error free**



**Press the clear key to clear the screen of text**

## Chapter 1

### Practice #3 (continued)

3. At this point, you need to insert paper into the printer. Insert paper from the back of the roller: Center the paper on the roller. Use the platen knob to roll the paper forward until the top of the paper is just under the paper bar.
4. Now that everything's ready, look at the labels at the bottom of the screen. The system is set to print on letter size paper, without page numbers. The next-to-last label is marked V PRINT. So press Smart Key V at the top of the keyboard. And watch the printer! Important: when you press PRINT (V), the label changes to STOP PRINT (V). Just press this key if you need to stop the printer for any reason. (Remove the paper from the printer when your text has been printed.)

### Practice #4 - Clearing the Screen

After you print text, it stays on the screen. This means you can print it again. But if you're ready to do something else, you need to erase or clear your text from the screen.

1. To clear text, first press the CLEAR key at the right of the keyboard. Watch the Smart Key labels as you do this.
2. Now tell SmartWRITER how much you want to clear. In this case, all you need to do is clear the screen. So press Smart Key V (CLEAR SCREEN).
3. Look at the message area on the screen (messages appear in yellow beside the Smart Key labels). SmartWRITER asks if you're sure you want to get rid of the text. Since you are, press Smart Key VI (FINAL CLEAR).

### Summary

Congratulations! You've just typed, fixed, printed and cleared your first "document" with your SmartWRITER Word Processor. Since the screen is clear, you can go to the next lesson, take a break, or use your computer for something else. If you want to turn off the computer, turn off the power on the back of the printer and turn off the TV.



To store text, first insert a digital data pack into the drive



Press the STORE/GET key to store your document

## Chapter 2

### KEEPING TEXT FOR FUTURE USE

Sometimes you'll just want to type text, fix it, and print it out. But at other times, you'll want to store your text, so that you can work on it or print it again later.

SmartWRITER lets you store text and get it back. Whenever you store text, you must give it a "file name." This is very much like putting a label on a folder, so that you can find the folder easily later.

Suppose you get a document back, make changes to it, and then want to store it again. You have two choices. You can throw out the old version and keep the new one — by using the same file name. Or, you can store both versions by giving the new version a different file name.

#### Practice #1 - Storing Text

Being able to store text for later use is one of the best features of your word processor. So try it.

1. Of course, you first need some text typed on the screen. Type the text shown below, or type something of your own.

---

In the United States, many holidays occur between September and December. Labor Day, Thanksgiving, and Christmas Day are just three of them.

---

2. Since text must be stored on a digital data pack, insert a blank digital data pack in the data pack drive.
3. Press the STORE/GET key, which is located in the group of six keys to the right of the keyboard. (Notice that the words "STORE/GET" are printed on this key. The "STORE/GET" key is just one of the ten Command Keys.)

**HOLIDAY**

|                                           |                                                                                   |                                                                                   |                                                                                   |                                                                                                      |
|-------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| FOR NEW FILE<br>TYPE FILE NAME<br>DRIVE A |  |  |  | <br>STORE<br>SCREEN |
|-------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

Type the file name

|              |              |        |
|--------------|--------------|--------|
| MOVE<br>COPY | STORE<br>GET | CLEAR  |
| INSERT       | PRINT        | DELETE |

Clear the screen

## Chapter 2

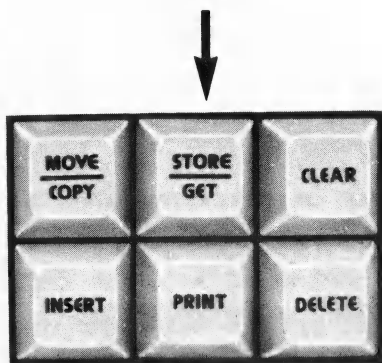
### Practice #1 (continued)

4. Now look at the Smart Key labels at the bottom of the screen. Since you're going to store just the text on the screen, press Smart Key IV (STORE SCREEN).
5. Once again, look at the message and Smart Key labels at the bottom of the screen. Press Smart Key III ("DRIVE A") to store your text on the digital data pack in Drive A. Drive A is the digital data drive that comes with your ADAM computer.
6. The message and labels on the screen changed again. Type a name for your text of ten characters or less. For this example, type HOLIDAY.
7. Now tell SmartWRITER you're ready by pressing Smart Key VI (STORE SCREEN). Listen! You can hear your text being stored.

### Practice #2 - Clearing the Screen

Once the text is stored, you can type something else. But wait! Your old text is still on the screen. So before you can do something else, you need to erase or clear your text from the screen.

1. To clear text, first press the CLEAR key at the right of the keyboard. Watch the Smart Key labels as you do this.
2. Now tell SmartWRITER how much you want to clear. In this case, all you need to do is clear the screen. So press Smart Key V (CLEAR SCREEN).
3. Look at the message area on the screen. SmartWRITER asks if you're sure you want to get rid of the text. Since you do, press Smart Key VI (FINAL CLEAR).



To get text press the STORE/GET key

## FILE DIRECTORY

▶ HOLIDAY

Choose the name of the file you want to get from the File Directory

## Chapter 2

### **Practice #3 - Getting Text**

Being able to get stored text back on the screen is very useful if you want to review your text, add to it, or change it. You can bring back stored text at any time. How? Just follow these steps.

1. Make sure the same digital data pack you stored Practice #1 on is still in the drive.
2. Press the STORE/GET key.
3. Look at the Smart Key labels. Press Smart Key VI (GET).
4. Look at the labels again. Press Smart Key III (DRIVE A) to get text from the digital data pack in Drive A.
5. A File Directory of all the files on the digital data pack appears on the screen. Choose the file named "HOLIDAY" that you stored in Practice #1 from the File Directory. Use the arrow keys on the lower right of the keyboard to move the pointer to the name "HOLIDAY."
6. Press Smart Key VI (GET FILE). The text stored in the file appears on the screen.

### **Practice #4 - Typing More Text and Storing It Again**

Once you have recalled text, you can review it, add to it, or change it. You can also print it, or store it again. In this practice, you'll add to your text and store it again.

1. Move the cursor to the last line of the text by pressing the down arrow several times.
2. Use the right arrow key to move the cursor to the space after the period.
3. Type a sentence or two.

| Old<br>File Name | New<br>File Name | Result on<br>File Directory |
|------------------|------------------|-----------------------------|
| HOLIDAY          | HOLIDAY          | 1 new document<br>HOLIDAY   |

Storing the new version over the old one

| Old<br>File Name | New<br>File Name | Result on<br>File Directory      |
|------------------|------------------|----------------------------------|
| HOLIDAY          | AUTUMN           | 2 documents<br>HOLIDAY<br>AUTUMN |

Storing the new version as a separate document

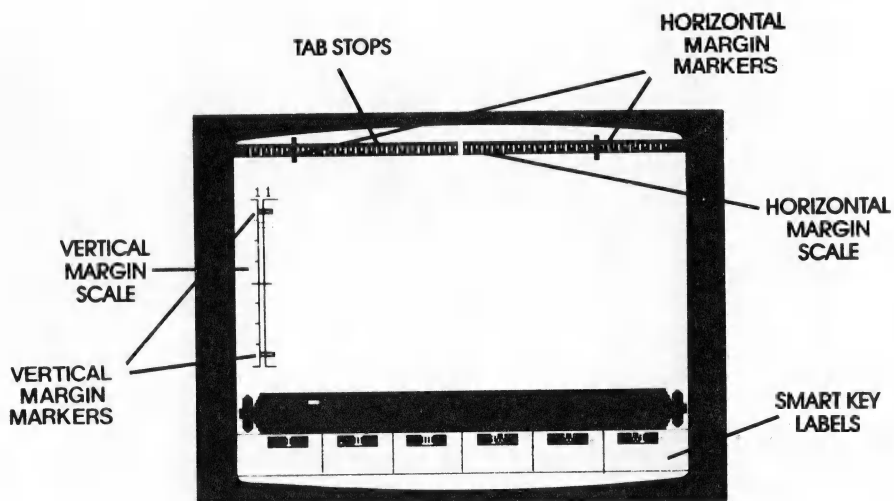
## Chapter 2

### Practice #4 (continued)

4. Store the text again by following these steps:
  - a. Make sure the digital data pack is in the drive.
  - b. Press STORE/GET.
  - c. Press Smart Key IV (STORE SCREEN).
  - d. Press Smart Key III (DRIVE A).
  - e. At this point, decide whether you want to store the new version over the old by simply pressing Smart Key VI (STORE SCREEN). Or, store the new version as a separate document by typing a new file name (AUTUMN). The choice is yours!
  - f. Press Smart Key VI (STORE SCREEN).

### Summary

Once again, congratulations. You've just stored, recalled, and re-stored a document. Since the document remains on the screen after it is stored, clear the screen as you did in Practice #2.



The screen

## Chapter 3

### YOU AND SmartWRITER — WORKING PARTNERS

Now that you've had a chance to use SmartWRITER Word Processsing, you may find it helpful to know a bit more about the screen and the keyboard. You'll find information on both these items on the next couple of pages.

If you also want a "preview" of the main features SmartWRITER offers, then read pages 31-33. If you'd rather try out these procedures right away, go to Chapter 4.

#### What Will I See on the Screen When I Use SmartWRITER?

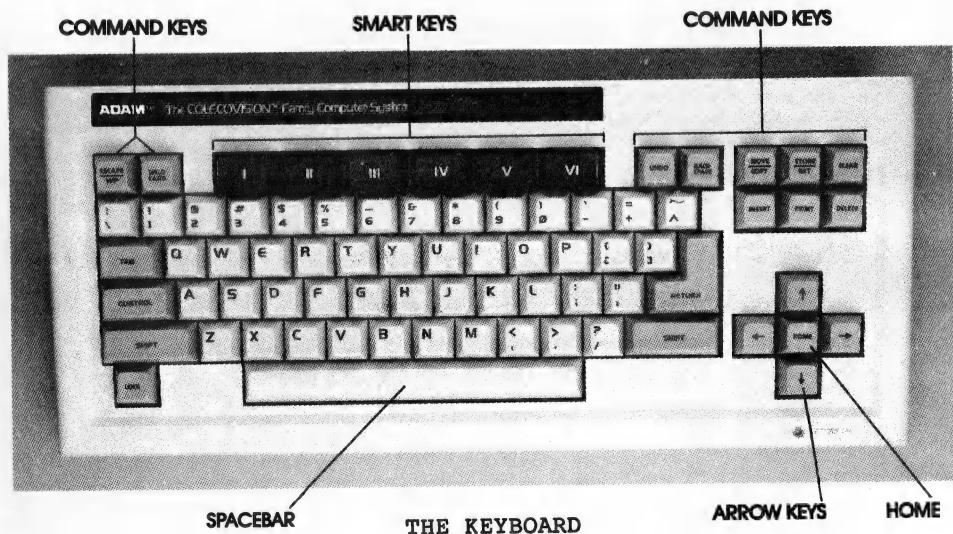
With SmartWRITER, word processing is fun and easy. The screen is colorful — not just black and green or black and white. And the screen has lots of helpful information for you. Some of these features are explained below and shown in the corresponding pictures.

1. Horizontal and vertical margin scales. You can see where your left and right margins are set by looking at the red markers on the scale that runs across the top of the screen. Tab stops are shown by white markers. SmartWRITER also has a vertical margin scale to show your top and bottom margins and approximately what line of a page you are on.
2. Smart Key labels. These labels are at the bottom of the screen and marked with Roman numerals I-VI, which correspond to the Smart Keys on the top row of the keyboard. The Smart Key labels tell you what will happen when you press a Smart Key. These labels change when a Smart Key is pressed, to help guide you through procedures. Sometimes messages, which appear in yellow beside the labels, are provided for extra help. These messages tell you what to do next, or what happens after you press a Smart Key.

## Chapter 3

### The Screen (continued)

3. **A roller.** Everything you type in the Standard Format is typed in the roller. This roller looks like the platen on a typewriter and is above the Smart Key labels. The text that fits in the roller at one time prints as one line. As you type, the text in the roller moves or "scrolls" onto the upper screen. Another format, called Moving Window Format, is also available and is often used to type charts and column information. Chapter 11 has more information on the Moving Window format.
4. **A cursor.** This is a beam of light that looks like an underline. It shows where the next letter will appear on the screen.
5. **Screen symbols.** A symbol appears on the screen as a reminder after you have pressed the following keys: RETURN, END PAGE, and SUPERScript/SUBScript. Screen symbols do not print.
6. **Color/sounds.** Screen colors and sounds can be changed by using the SCREEN OPTIONS (II) Smart Key.



## Chapter 3

What Keys on SmartWRITER are Different than on a Typewriter?

There are four types of keys, besides regular typing keys.

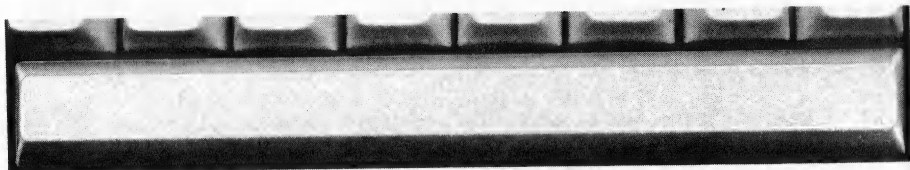
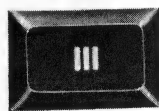
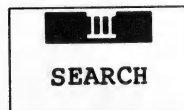
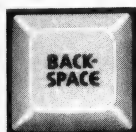
1. Special typing keys — SPACEBAR, BACKSPACE, AND RETURN.

SPACEBAR puts a space on your screen. If you press SPACEBAR when the cursor is under a letter, that letter will be erased. BACKSPACE also erases letters. The letter to the left of the cursor is erased when you press BACKSPACE, and the space closes up. (If you pressed the LOCK key for all capital letters, using BACKSPACE unlocks it. Be sure to reset as necessary by pressing LOCK again.) RETURN is pressed only to end a line before the right margin, before indented text, or to create a blank line. You do not press RETURN at the end of each line because the words move to the next line automatically. This lets you type faster since you don't have to listen for the end-of-line bell, as you do on a typewriter. The RETURN key cannot be typed over another character or a space.

2. Cursor Control Keys — Arrow Keys and HOME. Whenever you want to move the cursor on the screen, use the keys on the lower right of your keyboard. Since these keys control the cursor, they are called Cursor Control Keys. There are five of these keys: left arrow, right arrow, up arrow, down arrow, and HOME. You can use the HOME key together with any one of the arrow keys. There's more information on moving the cursor in Chapter 7.

3. Command Keys. There are a total of ten Command Keys. These are located to the right and left of the typing keys. When these keys are pressed, the Smart Key labels at the bottom of the screen often change to guide you through the command.

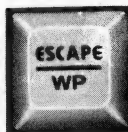
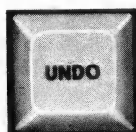
4. Smart Keys. These keys are located on the top row of the keyboard and are marked with Roman numerals I-VI. They correspond to the labels on the bottom of the screen. Whenever you press one of these keys, the Smart Key labels on the screen change and guide you through the command. In the following chapters, Smart Keys are referred to by the name on the label, followed by the appropriate Roman numeral in parentheses, such as FINAL CLEAR (VI).



Errors can be corrected anytime using these keys



Printed text appearance can be changed by using Smart Key



"Oops" Commands let you change your mind

## Chapter 3

### **How Can I Correct Errors or Edit Text with SmartWRITER?**

You can correct them very easily. You just change the characters on the screen and print when everything's letter-perfect. You can erase text using BACKSPACE, SPACEBAR, DELETE, or CLEAR. If you want to add text, you use INSERT. You can also move and copy text by using the MOVE/COPY key. And, you can search for and replace words by using SEARCH (III).

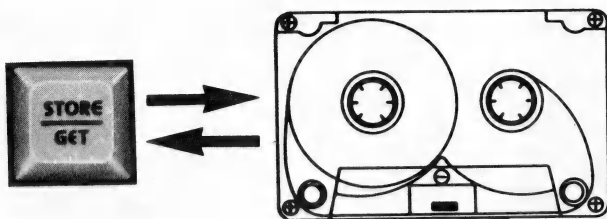
SmartWRITER helps make your job easier by letting you erase large quantities of text quickly. When you delete text, you highlight -- or mark with a red underline -- anything you want to erase. And when you clear text, you can either clear a screen at a time or everything you've just typed -- even if your text has scrolled off the screen. When you clear everything, it's called clearing the "work space."

### **How Can I Change the Appearance (Margins, Tabs, Etc.) of Text with SmartWRITER?**

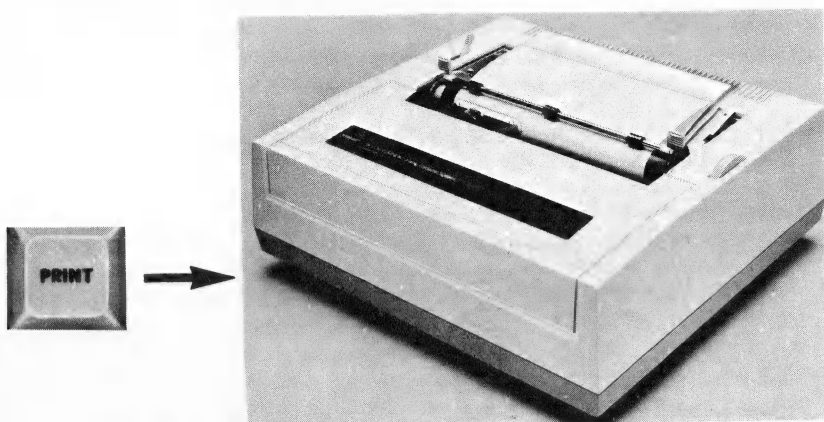
Most changes to text appearance begin by pressing the MARGIN/TAB/ETC (I) key. Then you can change your left and right or top and bottom margins, tab settings, line spacing (single, double, etc.), paper size (letter or legal size), or page ending. You can even subscript and superscript text when you are writing formulas or footnotes. These changes can be made at any time, but sometimes the effect is not seen until the document is printed.

### **What If I Change My Mind?**

SmartWRITER Word Processing lets you change your mind and get your text back to the way it was before you started a command. How? By using the "oops" commands. One command, ESCAPE, can be used to stop a procedure before it is completed. Another command, UNDO, can be used to undo clear and backspace immediately after they have been completed.



Use the STORE/GET key to store text on a digital data pack or to get it back



Press the print key to print your text

## Chapter 3

### **How Can I Store Text and Then Get It Back Later?**

You can permanently store text any time on a digital data pack. You can store text before it is printed, or afterwards. (And if you don't want to use the text again, don't store it at all -- just CLEAR it from your screen.)

To store or get text back, press the STORE/GET key and the Smart Key labels will prompt you through the command. To store text, a digital data pack must be inserted in the digital data pack drive. You will also need to type a name for any text that was not previously stored. You can use any combination of letters and/or numbers to do this, as long as it's ten characters or less. This is called a "file name." The computer records this name in the digital data pack's File Directory. When you tell the computer you want to get back your text, the File Directory appears on the screen. You can then select the file you want from the names listed on the File Directory.

When you store text, a copy is stored on the digital data pack in the drive. The text on the screen remains unless you erase it. Before you start typing new text, CLEAR the old text from the screen.

### **Explain Printing to Me -- How Much Text Can I Print, When Can I Print, and How Many Copies Can I Make?**

By pressing the PRINT key, you can print any amount of text -- a word or two which is highlighted, a screenful, or all the text in the work space. Text can be printed at any time. And, you can print text as often as you want. This means you can make as many copies as you need -- from one to hundreds -- whenever you need them.

|   |                         |     |    |   |    |
|---|-------------------------|-----|----|---|----|
| I | II<br>SCREEN<br>OPTIONS | III | IV | V | VI |
|---|-------------------------|-----|----|---|----|

Press SCREEN OPTIONS (II) to select colors and sounds

|   |                       |     |    |   |    |
|---|-----------------------|-----|----|---|----|
| I | II<br>COLOR<br>SELECT | III | IV | V | VI |
|---|-----------------------|-----|----|---|----|

Press COLOR SELECT (II) to select colors

|            |             |              |            |           |    |
|------------|-------------|--------------|------------|-----------|----|
| I<br>WHITE | II<br>GREEN | III<br>BLACK | IV<br>GRAY | V<br>BLUE | VI |
|------------|-------------|--------------|------------|-----------|----|

Select the color of your choice

## Chapter 4

### HAVING FUN WITH COLOR AND SOUND

SmartWRITER Word Processing gives you lots of choices. Do you like the color of your screen? Do you like the sounds your computer makes? You can change these by pressing the Smart Key labeled SCREEN OPTIONS (II).

When you begin SmartWRITER Word Processing, the following popular settings are in effect:

- \* Blue background
- \* Full sound

#### **Practice #1 — Changing the Color**

You can choose from five different background colors when using SmartWRITER Word Processing: WHITE, GREEN, BLACK, GRAY, and BLUE. To see these different background colors, complete the following steps:

1. Press SCREEN OPTIONS (II).
2. Press COLOR SELECT (II).
3. Decide which background color you want to try and press the appropriate key: WHITE (I), GREEN (II), BLACK (III), GRAY (IV), or BLUE (V).
4. When the color you want is on the screen, press DONE (VI).
5. Repeat steps 1-4 several times to see each color, if you wish.

|                                                                                   |                                                                                   |                                                                                                  |                                                                                                       |                                                                                                    |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|  |  | <br>NO<br>SOUND | <br>PARTIAL<br>SOUND | <br>FULL<br>SOUND |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

Select the sound level of your choice

## Chapter 4

### **Practice #2 - Changing the Sound**

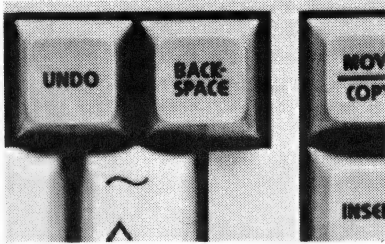
You can choose from three different sound levels when using SmartWRITER Word Processing. NO SOUND lets you hear only essential error warnings. PARTIAL SOUND allows you to hear additional warning sounds. FULL SOUND lets you hear all warning and acknowledgement sounds, including key tones. SmartWRITER is pre-set to FULL SOUND. To practice using these different sound levels, complete the following steps:

1. Press SCREEN OPTIONS (II).
2. Decide which sound level you want and press the appropriate key. Try NO SOUND (III) or PARTIAL SOUND (IV).
3. Now listen as you type some text. Do the keys "sound" different than before?
4. Repeat steps 1-3, but this time try the other sound level.

### **Summary**

Before you continue, you may want to change the color and sound to the standard selections or to any other selection. Also, if you typed any text, you can clear it from the screen: press CLEAR, CLEAR SCREEN (V) or CLEAR WK-SPACE (VI), and FINAL CLEAR (VI).

(Note: "screen" and "work space" may or may not be the same. If you have only a screenful of text, you can use either CLEAR SCREEN or CLEAR WK-SPACE. If you have more than a screenful of text, you may only want to clear a screenful -- in which case, you would use CLEAR SCREEN. But if you wanted to clear all the text you had typed, including text which had scrolled off the screen, you would use CLEAR WK-SPACE.)



Pressing the BACKSPACE key  
is one way to erase text

New Year's Day celebrates the the the coming year.

6

## Chapter 5

### CHANGING YOUR MIND AND CORRECTING ERRORS

How many times have you typed a letter or report and wished you could change something? Well, finally you can make changes quickly and easily — without retyping everything. Find out how you can correct typos, add text, and erase text by completing the next three exercises.

#### Practice #1 — Using BACKSPACE

In Chapter 1 you used BACKSPACE to erase the last word you typed. You can also use it to erase an error in the middle of a sentence.

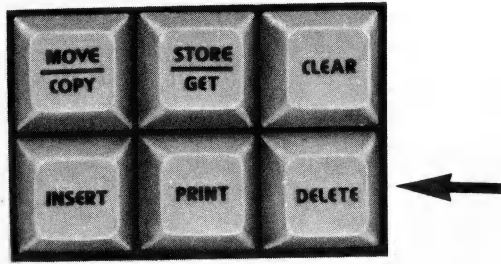
1. Begin by typing the text shown below. Be sure to type the mistakes, or the practices won't work.

---

New Year's Day celebrates the the the coming year.

---

2. Move the cursor to the end of the word you want to erase. To do this, press the left arrow key to move the cursor to the space following the third "the."
3. Now press BACKSPACE 4 times, so that you erase the word and a space. (Remember from Chapter 1 that BACKSPACE "eats" the letters to the left of the cursor closes up the gap. If you held BACKSPACE down, you may have erased more letters than you intended, so just retype the line. As you get used to the feel of the keyboard, you'll be able to hold keys down to get just the results you want.)



Press the delete key

New Year's Day celebrates the the coming year.

Highlight text to be deleted

| BACKSPACE                                                                                                                      | DELETE                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <p>Best for making small changes within a single line</p> <p>Has fewer steps</p> <p>Can be reversed by pressing "UNDO" key</p> | <p>Best for erasing large amounts of text from the screen</p> <p>Has more steps</p> <p>Can be reversed by pressing "UNDO" key</p> |

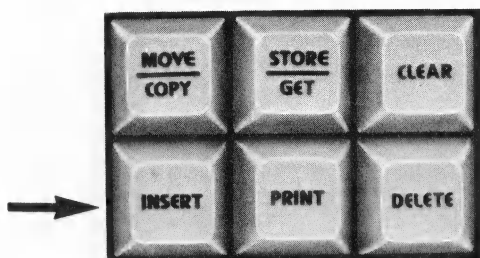
## Chapter 5

### **Practice #2 — Using DELETE**

BACKSPACE isn't the only way to erase text with SmartWRITER. You can also use DELETE. In Word Processing terms, "erase" and "delete" mean the same thing.

1. To begin a delete procedure, press the command key DELETE. Notice what happens to the Smart Key labels on the bottom of your screen. They've changed, and you are asked to "HIGHLIGHT TO DELETE."
2. Now you need to "highlight" or mark the text to be deleted. In this case, you'll be deleting one of the extra "the's," so follow these steps.
  - a. Use the arrow keys to move the cursor under the first letter of the word to be erased — under the "t" in the second "the."
  - b. Press Smart Key IV which is currently labeled HI-LITE. (When you do this, the label changes to HI-LITE OFF.)
  - c. Use the right arrow key to move the cursor under each character to be highlighted.\* In this situation, move it under "the" and the space which follows. As you do this, SmartWRITER shows you which letters are highlighted by drawing a red underline. Be sure to highlight the space which follows "the" — or you'll end up with an extra space between your words.
  - d. Now tell SmartWRITER you've finished highlighting your text by pressing Smart Key IV which is HI-LITE OFF. (When you do this, the label changes again.)

\* The left and right arrow keys highlight one character for each key press, moving the cursor in the direction of the arrow. If the keys are held down, the cursor motion and highlight are repeated. The up and down arrows also highlight one character for each key press, moving the cursor in the direction of the arrow. Hold these keys down, and the cursor motion and highlighting are repeated, creating a "column" of highlighted text. See the Reference Guide in Chapter 12 for more information on highlighting shortcuts.



Press the INSERT key to add text

New Year's Day celebrates the coming<sup>new</sup>^year.

Position cursor, then type in  
text to be added

New Year's Day celebrates the coming new year.

The corrected text

## Chapter 5

### Practice #2 (continued)

3. Since your text is highlighted, tell SmartWRITER to erase it. Press either Smart Key VI (DELETE) or the Command Key DELETE. SmartWRITER asks if you are sure you want to delete the highlighted text. If you are sure, press Smart Key VI (DONE). The highlighted text disappears.

Take a glance again at the steps used to erase text by using BACKSPACE and DELETE.

### Practice #3 — Using INSERT

Sometimes you don't want to get rid of words, you want to add them instead. How do you do that with SmartWRITER? Use the INSERT key. In word processing terms, "add" and "insert" mean the same thing.

1. In this practice, you'll insert the word "new" before the last word in the sentence — "year." To begin this, use the arrow keys to move the cursor under the "y" in "year." (The rule for this is: put the cursor under the character which is to follow the insert. If you don't understand this right away, you'll figure it out after using INSERT a few times.)

## Chapter 5

### Practice #3 (continued)

2. Press the INSERT key on the right side of the keyboard. And watch what happens to your text on the screen. Don't be alarmed! The text from the cursor forward disappears only temporarily from your screen. This allows you to add as much text as you want. The Smart Key labels will have changed, and you should see the message "TYPE TEXT."
3. Type the text to be inserted. This time, you're just adding the word "new" to the sentence. After typing this word, press the SPACEBAR.
4. When you're finished, tell SmartWRITER by pressing DONE (VI). And watch the screen. (Notice that your text reappeared.)

Please note that a RETURN cannot be typed over any existing character, including a space. Use INSERT to add a RETURN to existing text.

### Summary

Your sentence should now match the one shown in the last picture on page 42. If it does not, use BACKSPACE, DELETE, and/or INSERT to make your sentence identical.

When you have completed this exercise, clear the screen as follows: Press CLEAR, press CLEAR SCREEN (V), and then press FINAL CLEAR (VI).

## Chapter 6

### "OOPS" COMMANDS

What happens if you don't want to finish a command you start? Or, you finish a command, and immediately realize you shouldn't have done it? Well, if you're using SmartWRITER Word Processing, there's no need to say more than "oops" and press the appropriate "oops" key. ESCAPE allows you to stop any command before finishing it. And UNDO reverses certain commands you just completed.

#### **Practice #1 - ESCAPE**

See how useful ESCAPE is by completing this practice.

1. Type a sentence or two, so that you have some text for this exercise.
2. Assume you decide you're going to clear the screen. Begin the CLEAR procedure by pressing the CLEAR key. Notice that the Smart Key labels changed.
3. Oops! That's not what you want to do. So press the key labeled ESCAPE/WP, and watch what happens to the Smart Key labels. You've just stopped the command.

#### **Practice #2 - UNDO**

Now, try using UNDO by following these steps.

1. Assume you want to clear the screen again -- except this time, complete all the steps: press CLEAR, press CLEAR SCREEN (V), and press FINAL CLEAR (VI).
2. Now, immediately before typing anything or pressing another key, press UNDO. And watch the screen. Your text reappears.



The two "OOPS" Commands -- ESCAPE and UNDO

| ESCAPE                                                                                   | UNDO                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Stops a command <u>before</u> finishing it</p> <p>Can be used to stop any command</p> | <p>Reverses a command <u>after</u> it has been finished</p> <p>Must be done <u>immediately</u> after finishing the command</p> <p>Can be used to undo only<br/>CLEAR and BACKSPACE</p> |

Comparison of ESCAPE and UNDO

## Chapter 6

### Practice #3 - Using "Oops" Commands With Highlighted Text

ESCAPE and UNDO cancel the effects of commands, but do not remove the red underline from highlighted text. How do you "unhighlight" text? Follow the steps below:

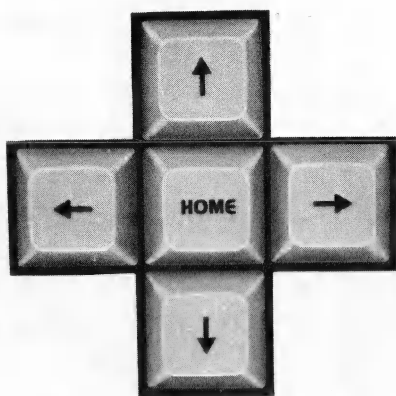
1. Highlight a word or two of your text. (Position the cursor where you want highlighting to begin, press HI-LITE (IV), move the cursor under each character to be highlighted, and press HI-LITE OFF (IV).
2. Now assume you decide not to erase your text. So press the appropriate "oops" key. (Remember which one? Check the first practice.)
3. Notice that the red underline is still there, even though all the Smart Key labels have returned to their beginning positions. To get rid of the highlighting, you must press HI-LITE ERASE (V), move the cursor under the highlighted text, and press ERASE OFF (V).

The effect is the same even when UNDO is used. Try it, if you wish.

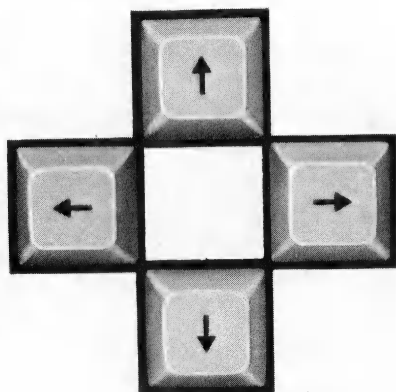
#### Summary

You can get a quick review of the differences between ESCAPE and UNDO by looking at the chart on the opposite page.

When you've finished, clear the screen.



Cursor Control Keys



Arrow Keys

## Chapter 7

### MOVING THE CURSOR AROUND THE SCREEN

As you have probably noticed, the cursor is an important feature of word processing. Like the point of a pencil when you write on paper — the cursor indicates where you will be entering text on your computer screen. To move the cursor you use the five Cursor Control Keys (arrow keys and HOME). You also use the Cursor Control Keys to move or "scroll" text on and off your computer screen.

#### Practice #1 — Using Arrow Keys

To practice using arrow keys, type some text. Then, follow the directions to move the cursor.

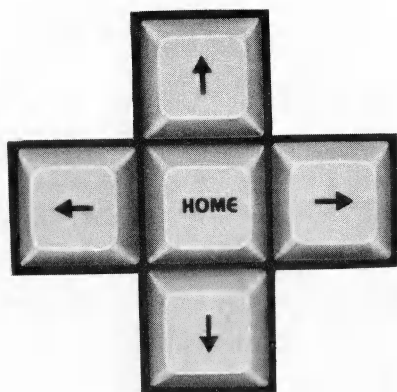
1. Type the text which appears below.

---

In the United States, Independence Day is the 4th of July.

---

2. Press the left arrow key once. Notice that the cursor is now under the period at the end of the sentence you typed.
3. Hold down the left arrow key and notice how the cursor moves.
4. Try pressing the other arrow keys. Notice how the cursor moves on the roller. (If you hold the down arrow, the text will "scroll" off the roller. If this happens, press the up arrow until your text reappears on the roller.)



HOME key moves the cursor to the first character  
of the first line on the screen

## Chapter 7

### **Practice #2 — Using HOME**

The HOME key allows you to move quickly to the text at the upper left corner of the screen. HOME plus any arrow key allows you to move quickly in the direction of the arrow key. To see how this process works, complete the following steps.

- 1 To move quickly to text higher on the screen, press HOME and the up arrow at the same time.
2. To move quickly to the left, press HOME and the left arrow at the same time.
3. To move quickly to the right , press HOME and the right arrow at the same time.
4. To move quickly to text below the roller, press HOME and the down arrow at the same time.
5. To move quickly to the beginning of the first line on the screen, press HOME.

### **Practice #3 — Using Cursor Control Keys to Scroll Text**

Besides moving the cursor, HOME and arrow keys can be used to move or "scroll" text on and off your screen.

1. Move the cursor to the bottom of the roller by pressing the down arrow key.
2. To scroll text up, press the down arrow key. Notice where the text moves.
3. To scroll text down, press up arrow several times. Notice where the text moves.

### **Summary**

Use the cursor control keys to move the cursor around the screen, and to move or "scroll" text on and off the screen.

You can erase text from your screen by using the clear procedure. (Press CLEAR, press CLEAR SCREEN (V), and press FINAL CLEAR (VI)).

|                 |                                                                                   |                                                                                                  |                                                                                   |                                                                                           |
|-----------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| HORIZ<br>MARGIN |  | <br>RIGHT<br>55 |  | <br>DONE |
|-----------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

Changing the right margin to 55

## Chapter 8

### MAKING YOUR TEXT LOOK GOOD ON PAPER

Every time you turn on SmartWRITER, the following settings will be in effect:

- \* Size of paper — 8 1/2 x 11 inches
- \* Left and right margins — 1 inch each (10 AND 70)
- \* Top and bottom margins — 1 inch each (6 and 60)
- \* Tab stops — every 5 spaces
- \* Line spacing — single

If you want, though, you can change one or more of these settings. You can use legal size (14 inch) paper, make the margins narrower or wider, add tab stops or clear them all, or have any line spacing you want (1, 1-1/2, 2, 2-1/2, etc.). You can also end pages before SmartWRITER automatically ends them for you. These changes are easy to make, and you can make them whenever you want -- even after you've finished typing.

#### **Practice #1 — Changing Three Settings Before Typing**

This time, you'll change some of the settings listed above before you begin typing. Complete these steps using the Smart Keys.

1. To change the right margin to 55, follow these steps:
  - a. Press MARGIN/TAB/ETC (I).
  - b. Press HORIZ MARGIN (II).
  - c. Notice the message: "HORIZ MARGINS". Now you must indicate whether you want to set the right or left margin. In this case, press RIGHT (IV).
  - d. Notice the next message to "USE ARROW KEYS". So move the margin marker to 55 using the left arrow key. You can watch the numbers decrease in Smart Key Label IV.
  - e. Press DONE (VI). Notice the position of the right margin marker at the top of the screen.

|                                     |  |                                                                                                 |  |  |                                                                                           |
|-------------------------------------|--|-------------------------------------------------------------------------------------------------|--|--|-------------------------------------------------------------------------------------------|
| TAB<br>POINTER 17<br>USE ARROW KEYS |  | <br>TAB<br>SET |  |  | <br>DONE |
|-------------------------------------|--|-------------------------------------------------------------------------------------------------|--|--|-------------------------------------------------------------------------------------------|

Setting a tab stop at 17

|                 |                                                                                   |                                                                                   |                                                                                         |                                                                                           |                                                                                           |
|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| LINE<br>SPACE 2 |  |  | <br>UP | <br>DOWN | <br>DONE |
|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

Increasing the line spacing from single to double

## Chapter 8

### Practice #1 (continued)

2. To set a new tab stop at 17, follow these steps:
  - a. Press MARGIN/TAB/ETC (I).
  - b. To set or clear tab, press TAB (IV).
  - c. Notice the message which tells you where the tab pointer is now. Move the pointer to 17 using the appropriate arrow key.
  - d. Press TAB SET (III).
  - e. At this point, you've finished, so press DONE (VI). (You could repeat steps c and d to set additional tabs. Or, follow the messages and clear a tab at a time or clear all tabs.)
3. To change the line spacing to double (2), follow these steps:
  - a. Once again, begin by pressing MARGIN/TAB/ETC (I).
  - b. To change line spacing, press LINE SPACING (V).
  - c. Indicate the desired line spacing by pressing UP (IV) to make spaces between lines wider or DOWN (V) to make them narrower. In this exercise, press UP (IV) twice. (Notice the numbers increase from 1 to 1-1/2 to 2 in the message area.)
  - d. Press DONE (VI).

MINUTES OF NOVEMBER MEETING

The meeting was called to order at 9:30 a.m. All members were present, except for J.R. Wilson who is still on special assignment.

The minutes of the October meeting were read and approved.

Two information items were briefly discussed:

Roof repairs — bids due next Tuesday.  
Computer purchases — to be completed next month.

L. Monroe then suggested we review next year's budget and be prepared to discuss it next month.

Type this page first

## Chapter 8

### Practice #2 — Typing Text and Ending the First Page

Now that some of the settings have been changed, type the text in the illustration on the opposite page. (When you do this, your text on the screen will appear single-spaced rather than double-spaced. Line spacing changes are seen when text is printed.)

1. Type the text now. (Note: To tab for "Roof repairs" and "Computer purchases," press TAB like you would on a typewriter.)
2. When you finish the last line, end the page with a page ending. In this example, this is important because the text which follows it should be on a separate page. To end a page before it would be automatically ended, follow these steps:
  - a. Press MARGIN/TAB/ETC (I).
  - b. Press END PAGE (VI). An end page marker will appear to indicate the end of the page. This symbol does not print. You can erase it using DELETE. If you want to add a page ending to text you've already typed, you must use INSERT.

Action was taken on only one item. Publicity plans for the new project were unanimously approved.

The meeting ended at 10:05 a.m.

Respectfully submitted,

A. Sothern  
Secretary

Then type this page

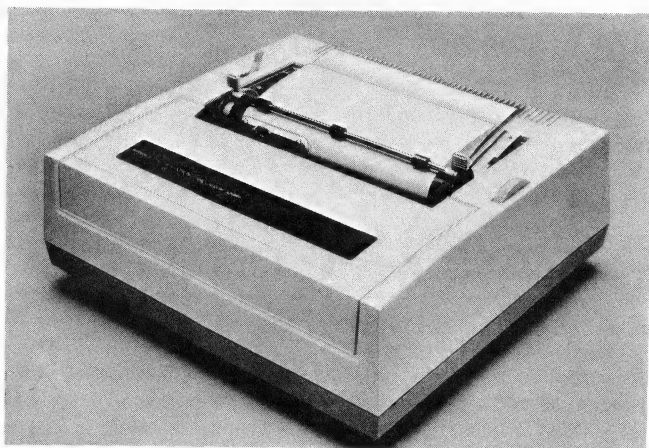
## Chapter 8

### **Practice #3 — Typing the Second Page and Printing Your Text**

1. After ending the first page, type the second page of the example, as shown on the opposite page.
2. Insert paper in the printer and print the first page by pressing PRINT, PRINT WK-SPACE (V), and PRINT (V). Your text should print double-spaced, with margins of about 1 inch. Reminder: Whenever you press PRINT (V), the label changes to STOP PRINT (V). Press STOP PRINT only if you need to stop the printer for any reason. SmartWRITER "beeps" when it is finished printing the first page.
3. Then remove the first page. Insert another sheet of paper, and print the second page by pressing PRINT (V). (If you set SmartWRITER for computer fanfold paper, the system will print all pages automatically.).

### **Summary**

You can now store your text (refer to Chapter 2, if necessary), or clear it from the screen.



SmartWRITER offers many print options



Press print

|                  |  |                                                                                                      |                                                                                                     |                                                                                                       |                                                                                     |
|------------------|--|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| PRINT<br>OPTIONS |  |  PRINT<br>HI-LITE |  PRINT<br>SCREEN |  PRINT<br>WK-SPACE |  |
|------------------|--|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

Then print how you want

## Chapter 9

### PRINTING YOUR WAY

You have already seen how easy it is to print with SmartWRITER Word Processing. You have lots of options when you print your work.

You can print only highlighted text, only what you see on your screen, or your entire workspace. In addition you can print without page numbers or you can print text that is automatically numbered — beginning with any number between 1 and 99. To try using some of the printing options, complete the practices that follow.

#### Practice #1 — Printing Highlighted Text Without Page Numbers

1. To begin, type the text printed below.

---

My favorite holiday is Thanksgiving.

---

2. To highlight the word Thanksgiving, do the following:
  - a. Move the cursor under the letter "T" by pressing the left arrow several times.
  - b. To begin highlighting, press HI-LITE (IV).
  - c. Press the right arrow key until the cursor is under the "g" in "Thanksgiving."
  - d. To end highlighting, press HI-LITE OFF (IV).
3. To indicate that you want to begin printing, press the PRINT Command Key. Notice the new Smart Key labels that appear on your screen.
4. To indicate that you want to print only highlighted text, press PRINT HI-LITE (III).

|                 |             |                                                                                                    |                                                                                                     |                                                                                            |                                                                                   |
|-----------------|-------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| SINGLE<br>SHEET | FAN<br>FOLD | <br>1ST<br>PAGE # | <br>AUTO<br>PAGE # | <br>PRINT |  |
|-----------------|-------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

Print page numbers as you like

## Chapter 2

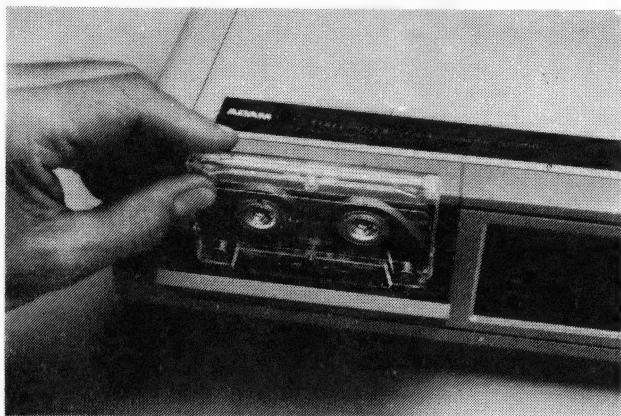
### Practice #1 (continued)

5. The system will automatically print text without page numbers.
6. Make sure paper is in your printer. Then, to print the highlighted text, press PRINT (V). The highlighted text prints in the same location it has on the line onscreen, but the unhighlighted characters do not print.

### Practice #2 — Printing the Screen or Work Space With Page Numbers

In the last practice you printed only text that had been highlighted. Usually, you will want to print more. In this practice you will print everything you typed in the last practice.

1. To begin, press the PRINT Command Key.
2. To print all the text you typed in Practice #1, press either PRINT SCREEN (IV) or PRINT WK-SPACE (V). (When you are printing longer text and press PRINT SCREEN (IV) only the text that is visible on your screen will be printed. When you press PRINT WK-SPACE (V) all your text will be printed.)
3. To indicate you want to automatically print page numbers on your text, press AUTO PAGE # (IV).
4. Make sure paper is in your printer. Then, to print the text, press PRINT (V).



To print a stored file, first insert the digital data pack in which the file is stored.

## ► HOLIDAY

|                                               |                                                                                                        |                                                                                                             |                                                                                                    |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| SELECT FILE<br>FROM DRIVE X<br>USE ARROW KEYS | <br>SELECT<br>DRIVE | <br>BACKUP<br>FILE DIR.? | <br>GET<br>FILE |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

Then, indicate the file to be printed

## Chapter 2

### Practice #3 — Printing Stored Text With Page Numbers

In order to print text that is stored on a digital data pack, follow these instructions.

1. CLEAR the work space.
2. Insert the digital data pack containing your stored text into the digital data drive.
3. Press STORE/GET. Press GET (VI). Press DRIVE A (III).
4. Indicate the file to be retrieved by moving the file pointer to the appropriate file name. Then press the GET FILE Smart Key (VI).
5. After the file appears on the screen, press PRINT, then press the Smart Key PRINT WK-SPACE (V).
6. To indicate that you want to automatically print page numbers on your text, press AUTO PAGE # (IV).
7. To indicate that you want to begin numbering pages with a number other than 1, press 1S PAGE IS 1 (III). Notice what happened to the number in this Smart Key Label. If you want, press this key three or four times. The number that displays will be printed on your first page.
8. Make sure paper is in your printer.
9. Then, to print, press PRINT (V).

Skip to my lou, my darling.  
Little red wagon painted blue,

First type these two lines

Little red wagon painted blue,  
Skip to my lou, my darling.

Next move the first line so it becomes the second

Little red wagon painted blue,  
Little red wagon painted blue,  
Little red wagon painted blue,  
Skip to my lou, my darling.

Then copy the new first line so it is also the second  
and third lines

## Chapter 10

### FANCY FEATURES WITH NO FUSS

SmartWRITER lets you revise your text in more ways than just erasing or inserting text. You can also move text or copy it. And you can search for text and replace it with new text.

#### Practice #1 — Moving Text

MOVE is particularly useful when you want to relocate text. Rather than typing the text in a new location and then deleting it from the old one, you can move it.

1. Type the two lines shown in the first illustration on the opposite page. Be sure to press RETURN after each line.
2. Press MOVE/COPY.
3. Press the Smart Key MOVE (V)
4. Put the cursor under "s" in "Skip". Press HI-LITE FIRST (IV). Put the cursor under the return symbol after "darling". Press HI-LITE LAST (V).
5. Move the cursor so it's at the beginning of the blank line following "Little red wagon."
6. Press MOVE (VI). Your text should match the second illustration.

#### Practice #2 — Copying Text

COPY is used whenever you want to duplicate text in more than one location on a screen. Complete these steps.

1. Press MOVE/COPY.
2. Press the Smart Key COPY (VI).
3. Put the cursor under the "L" in "Little" and press HI-LITE FIRST (IV). Put the cursor under the return symbol after "blue" and press HI-LITE LAST (V).
4. Move the cursor under the "S" in "Skip."
5. Press COPY (V).
6. Repeat steps 4 and 5.
7. Press DONE (VI).

Little red wagon painted blue,  
Little red wagon painted blue,  
Little red wagon painted blue,  
Skip to my lou, my darling

Search for the first occurrence of the word "blue"

When moving or copying long passages, please note that you can move or copy no more than a screenful of text at one time.

### **Practice #3 — Searching for Text**

SEARCH can be used to find a specific word or phrase in your text. You can also use SEARCH to check information. In the example on the opposite page, assume you wanted to make sure you always typed "blue" correctly.

1. The SmartWRITER searches from the cursor position. So make sure the cursor is at the beginning of your text.
2. Press SEARCH (III).
3. Type the text to be searched for (up to 32 characters) — in this case, type "blue" (without the quotation marks). (If someone has used SEARCH since the computer was turned on, you will see his text in the message area. When you start your search, BLUE will appear in the message area.)
4. Press START SEARCH (VI). The cursor moves to the first occurrence of "blue".

### **Practice #4 — Searching for and Replacing Text**

When you pressed START SEARCH (VI) in the previous practice, SmartWRITER found the word you specified. You could continue searching for text by pressing SEARCH NEXT (VI). The computer would find each following occurrence of the word "blue".

However, assume you decided to replace this word with another. You could do that everywhere the word occurred using REPLACE ALL (VI). Or, you could replace only some occurrences of the word using REPLACE (V). Complete these following steps to replace the first occurrence of the word "blue".

Little red wagon painted green,  
Little red wagon painted blue,  
Little red wagon painted blue,  
Skip to my lou, my darling.

Search for the first occurrence of the word "blue" and then replace it with the word "green."

## Chapter 10

### Practice #4 (continued)

1. Press REPLACE (V) to tell the computer you want to replace text.
2. Type the replacement text, which is the word "green" (no quotation marks).
3. Press REPLACE (V) since you want to replace "blue" once. (Notice that the first occurrence of the word "blue" has been changed to "green".)
4. Since you have finished, press DONE (VI). Your text should match the illustration on the opposite page. (if you wanted to search for and replace the next occurrence, you would press SEARCH NEXT (IV) and then REPLACE (V).)

### Summary

Use MOVE, COPY and SEARCH to help you rearrange and edit documents.

|                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>As you can see, all the text appears centered when the user is typing at the screen. When the user stops typing, the text moves to the left and is aligned with the left margin. This is the normal format for text in a window.</p> <p>The moving window format is useful for:</p> <p>Column 100<br/>Line 20</p> | <p>As you can see, all the text appears centered when the user is typing at the screen. When the user stops typing, the text moves to the left and is aligned with the left margin. This is the normal format for text in a window.</p> <p>The moving window format is useful for:</p> <p>Column 100<br/>Line 20</p> | <p>As you can see, all the text appears centered when the user is typing at the screen. When the user stops typing, the text moves to the left and is aligned with the left margin. This is the normal format for text in a window.</p> <p>The moving window format is useful for:</p> <p>Column 100<br/>Line 20</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Moving Window Format

Valentine's Day is celebrated on the 14th day of February. Many people send cards decorated with flowers and hearts. Also, some people exchange heart-shaped boxes full of candy.

In this format, text appears at the top of the screen

## Chapter 11

### DOING MORE WITH SmartWRITER

Normally, when you use SmartWRITER Word Processing, you type on a roller at the bottom of your screen. One line of printed text fills up the roller. So, after the roller is full, text automatically scrolls toward the top of your screen. This is known as the Standard Format.

As you may have noticed, when you use the Standard Format, the text on your screen does not look like it will when it is printed. But if you are typing lists or charts you will want to make sure your text is lined up correctly. With the Moving Window Format, you can see how your text will look when it is printed.

#### Practice #1 — Using the Moving Window Format

1. To begin, press SCREEN OPTIONS (II).
2. To indicate you want to switch to the Moving Window Format, press MOVING WINDOW (VI).
3. Type the text printed below.

---

Valentine's Day is celebrated on the 14th day of February. Many people send cards decorated with flowers and hearts. Also, some people exchange heart-shaped boxes full of candy.

---

(Notice that in the Moving Window Format, you type at the top of your screen. There is no roller at the bottom of the screen. The lines can be up to 80 characters wide, but you see only 36 characters on the screen at once. When you reach the edge of the screen, it moves 4 characters at a time. As you continue to type, your text moves across and down the screen.)

4. If you want, use PRINT to create a printed copy of your work. (Press PRINT, PRINT SCREEN (IV), and PRINT (V).

February 14

October 31

December 25

December 31

Valentine's Day

Halloween

Christmas

New Year's Eve

Using the moving window format

February 14

October 31

December 25

December 31

Valentine's Day

Halloween

Christmas

New Year's Eve

Typing lists, charts, and reports

## Chapter 11

### **Practice #2 — Typing a Chart in the Moving Window Format**

Now that you have some experience with the Moving Window Format, complete this practice to type a small chart that lists the dates of four holidays.

1. Clear the text currently displayed on your screen. (Press CLEAR, press CLEAR SCREEN (V), and press FINAL CLEAR (VI)).
2. To begin, clear all tabs. (Press MARGIN/TAB/ETC (I), press TAB (IV), and press ALL CLEAR (V)).
3. Next, set a tab at 30. (Position the tab pointer at 30 using the arrow keys, and press TAB SET (III)).
4. Press DONE (VI).
5. Type the text below. Be sure to press TAB after typing each date. Then, press RETURN after typing each holiday.

---

|             |                 |
|-------------|-----------------|
| February 14 | Valentine's Day |
| October 31  | Halloween       |
| December 25 | Christmas       |
| December 31 | New Year's Eve  |

---

6. If you want, use PRINT to create a printed copy of your work. (Press PRINT, press PRINT SCREEN (IV), and press PRINT (V)).

### **Summary**

If you want to move back to Standard Format, press SCREEN OPTIONS (II). Then, press STANDARD FORMAT (VI).



## REFERENCE



## Chapter 12

### REFERENCE GUIDE

Listed below is a complete guide to SmartWRITER keys and functions. Also included with your ADAM Family Computer is an Easy Reference Guide that you may want to keep near your computer for quick reference.

You'll find additional tips in the last part of the Set-Up Manual.

#### **TYPES OF KEYS**

Three different groups of keys let you tell SmartWRITER Word Processing what you want to do.

**Cursor Control Keys:** These are the four arrow keys and the key labeled HOME on the right side of your keyboard. (See "Arrow Keys" section on next page.) You use Cursor Control Keys to do the following: scroll or move text; move the cursor so you can do certain functions, such as add text at the right place; and move the pointer to the name of a particular file on the File Directory.

**Command Keys:** You can perform many SmartWRITER functions by using Command Keys. Four of these keys (ESCAPE/WP, UNDO, WILD CARD, and BACKSPACE) are located above the typing keys. Six more Command Keys (MOVE/COPY, STORE/GET, CLEAR, DELETE, PRINT and INSERT) are located to the right of the typing keys. When you press one of these six keys, messages appear in the Smart Key label area on the screen to help guide you through the functions. As you use SmartWRITER, you will notice that CONTROL and WILD CARD have no function. These keys are reserved for uses with other programs.

**Smart Keys:** Smart Keys are the six keys (I - VI) at the top of your computer keyboard. Smart Key labels appear on your computer screen. The six beginning Smart Key labels are: MARGIN/TAB/ETC (I), SCREEN OPTIONS (II), SEARCH (III), HI-LITE (IV), HI-LITE ERASE (V), and SUPER/SUBSCRIPT (VI). These labels change, however, as you use SmartWRITER Word Processing.

## Chapter 12

### SMARTWRITER FUNCTIONS (LISTED ALPHABETICALLY)

#### Arrow keys

The four arrow keys are located to the right of the typing keys. You can use these keys the same way you use the SPACEBAR or BACKSPACE keys on a typewriter. Arrow keys move the cursor in the direction of the arrow: up, down, left, or right.

In the Standard Format, you can press the up arrow key to position the cursor at the top of the roller. Then, each time you press up arrow, the last line of text on the screen moves down to the roller. You can also press the down arrow key to position the cursor at the bottom of the roller. Then, each time you press the down arrow, the next line of text that has been temporarily stored below the roller is moved up to the roller. In the Moving Window Format, all the arrow keys can be used to move text onto your screen.

#### Backup Files

If you store text under a file name you have already used, the new text replaces the old text in the file. You can still get the previous version of a file because SmartWRITER automatically keeps it for you as a backup file. To get a backup file:

Press the STORE/GET KEY

Press GET (VI).

Press DRIVE A (III) to get a backup file from data pack in DRIVE A.

When the File Directory appears, press BACKUP DIR. (V).

When the Backup File Directory appears, use the arrow keys to position the file pointer on the name of the backup file you want.

Press GET FILE (VI).

#### Clear (CLEAR)

Erase or "clear" large amounts of typed text by pressing the CLEAR key. When you press this key, it's like throwing paper into the wastebasket. (Remember, if you change your mind, you can get your words back by pressing UNDO immediately after the text is cleared.)

1. Press CLEAR.
2. When the Smart Key labels change, to indicate how much text you want to clear, press CLEAR SCREEN (V) or CLEAR WK-SPACE (VI).
3. When the Smart Key labels change, press FINAL CLEAR (VI) or CLEAR.

\* After you print or save text, and want to start typing something new, use CLEAR to quickly erase your old text.

## Chapter 12

### Color

Change the background color of your screen by using the Smart Key labeled SCREEN OPTIONS (II).

1. Press SCREEN OPTIONS (II).
2. Press COLOR SELECT (II).
3. To change the background color, select one of the following: WHITE (I), GREEN (II), BLACK (III), GRAY (IV), or BLUE (V).
4. Press DONE (VI).

### Copy (MOVE/COPY)

COPY allows you to duplicate any block of text that appears on one screen. The text remains in its original location and is copied to the new location.

1. Press the MOVE/COPY key.
2. Press the Smart Key COPY (VI).
3. Highlight the first character of the text to be copied, by moving the cursor under it and pressing HI-LITE FIRST (IV). Highlight the last character of the text to be copied by moving the cursor under it and pressing HI-LITE LAST (V). (The last character must be on the same screen as the first.)
4. Position the cursor where you want the text to be copied.
5. Press COPY (V). Surrounding text will automatically be re-adjusted around the copied text.
6. Press DONE (VI).

## Chapter 12

### Copy a File

To create a copy of a file that you have already typed:

1. Insert the digital data pack that contains the file to be copied into the digital data drive.
2. Use the "get" command to bring the file into your computer's work space.
3. If you want to copy the file onto the same data pack with a different name, complete the store command. If you want to copy the file to a different data pack, put the new data pack into the digital data drive. Then, use the store command to store your file under the same or a different name.

### Control (CONTROL)

This key is reserved for future use. If you press CONTROL, you will not see any change in your text.

### Delete (DELETE)

You can use DELETE to erase any amount of text from your screen — one letter, several words, a line, a paragraph or more. To indicate exactly what text you want to delete, you highlight it.

1. Press DELETE.
  2. Highlight the text to be deleted, if it has not yet been highlighted. Press HI-LITE (IV), use arrow keys, and press HI-LITE OFF (IV).
  3. Press DELETE (VI). Press DONE (VI). Highlighted text will be erased from your screen and text following the deleted material will automatically be moved up so no "holes" exist in your work.
- \* This command can also be done by highlighting text you want to delete, and then pressing the DELETE key three times — rather than using the Smart Keys.
  - \* If you want to delete less text than you highlighted, use HI-LITE ERASE.
  - \* DELETE only erases highlighted text on the current screen.

## Chapter 12

### **Delete a File**

To delete a file that is stored on a digital data pack, follow the procedures below. When you delete a file, it is erased from the data pack and can no longer be recalled. However, you can still get a backup copy of that file if one exists.

1. Insert the digital data pack that contains the file to be deleted into the digital data drive.
2. Press STORE/GET, then GET (VI) and the proper "drive" key to display the File Directory.
3. Using arrow keys, position the File Directory pointer on the name of the file to be deleted.
4. Press DELETE then FINAL DELETE (VI).

### **Escape (ESCAPE/WP)**

You can "escape" from situations quickly by pressing the ESCAPE/WP key. The command in progress stops and the beginning Smart Key labels appear. No text is lost, and all highlights under text are retained. Escaping from INSERT removes the text you have inserted.

### **Get (STORE/GET)**

Once text has been stored, you can bring it back to the screen to change it or print it.

1. Insert the digital data pack containing the file you want into the digital data drive.
2. Press the STORE/GET key.
3. Press GET (VI).
4. Press DRIVE A (III) to get the File Directory from the data pack in Drive A.
5. Using arrow keys, position the File Directory pointer on the name of the file you want to get.
6. Press GET FILE (VI).

## Chapter 12

### HI-LITE (HI-LITE OFF)

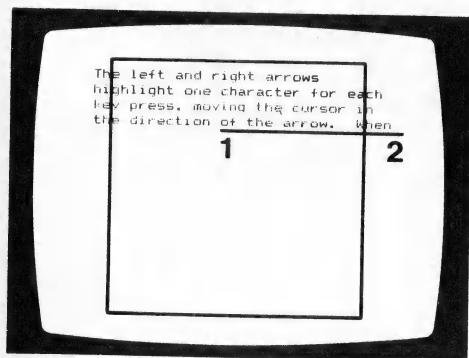
Highlighting is the way you tell SmartWRITER Word Processing what text you want to affect during a command. For example, if you want to delete a paragraph, you must highlight the paragraph to be deleted. You can also store or print highlighted text.

Highlighted text is underlined in red on your screen. While text is being highlighted, the HI-LITE OFF label is present. Then, when you want to stop highlighting, press HI-LITE OFF (IV). The HI-LITE label will return.

1. Use Cursor Control Keys to position the cursor under the first or last character to be highlighted.
2. Press HI-LITE (IV).
3. Press arrow keys to move the cursor under each character to be highlighted.
4. Press HI-LITE OFF (IV).

The left and right arrow keys highlight one character for each key press, moving the cursor left or right. If the keys are held down the highlighting is repeated. The up and down arrows also highlight one character for each key press. Hold these keys down, and the highlighting is repeated, creating a "column" of highlighted text.

The left arrow key, pressed simultaneously with the HOME key, highlights all text from the original cursor position, to the left edge of the screen. The HOME and right arrow keys, pressed simultaneously, work in the same way as illustrated below.



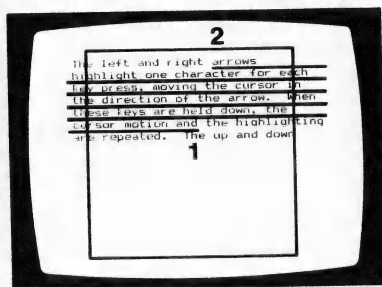
HOME/right arrow key

1=Original cursor position  
2=Final cursor position  
\_=Highlight

## Chapter 12

### HI-LITE (HI-LITE OFF) continued

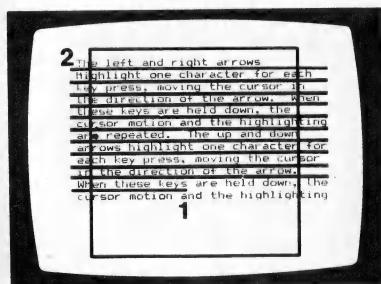
The up arrow key, pressed simultaneously with the HOME key, highlights all text from the original cursor position to the edge of the screen, in the direction of the arrow, as illustrated below. HOME and down arrow, pressed simultaneously, work the same way.



HOME/up arrow key

1=Original cursor position  
2=Final cursor position  
\_=Highlight

The HOME key highlights text from the original cursor position to the upper left corner of the screen as illustrated below.



HOME

1=Original cursor position  
2=Final cursor position  
\_=Highlight

These illustrations show the Moving Window Format. Standard Format works the same way, with the text moving into the roller to meet the cursor, rather than the cursor moving around the screen.

## Chapter 12

### HI-LITE ERASE (ERASE OFF) (V)

This Smart Key is used to change highlighted text back to unhighlighted text. While highlights are being removed the ERASE OFF label is present. Then, when you want to stop the procedure, press ERASE OFF (V). The HI-LITE ERASE label will return.

1. Use Cursor Control Keys to position the cursor under the first or last character to have highlighting removed.
2. Press HI-LITE ERASE (V).
3. Use arrow keys to move the cursor under each character to be changed, exactly as you did with the HI-LITE function.
4. Press ERASE OFF (V).

### Home (HOME)

HOME is in the center of the arrow keys. When the Standard Format is in effect, HOME moves the top line of text on the screen down to the roller and positions the cursor in the top left corner of the roller. If the Moving Window Format is in effect, HOME moves the cursor to the top left position on the screen.

### Home + Arrow Keys

If HOME and an arrow key are pressed at the same time, the cursor will move rapidly in the direction of the arrow. In the Standard Format, HOME plus the left or right arrow moves the cursor to the edge of the roller in the direction of the arrow. HOME plus the up arrow moves the cursor to the top of the roller and at the same time moves the top line of text on the screen down to the roller. HOME plus the down arrow moves the screenful of text below the roller onto the screen. In the Moving Window Format, HOME plus an arrow always moves the cursor to the edge of the screen in the direction of the arrow.

## Chapter 12

### Insert (INSERT)

To add new text to something you have already typed, use INSERT. You can also add "Page Ends" and superscripted or subscripted material by using the INSERT key.

1. Put the cursor where you want to begin inserting text.
  2. Press INSERT. The text to the right of the cursor is temporarily moved off the screen.
  3. Type the text you want inserted.
  4. When finished, press DONE (VI). The text that moved away when INSERT was pressed reappears immediately after the text you just typed.
- \* Use INSERT to add a Page Ends to existing text.
  - \* Use INSERT to add superscripted or subscripted material to existing text.
  - \* Use INSERT to add a RETURN to existing text.

## Chapter 12

### Line Spacing

To change the spacing between lines:

1. Press MARGIN/TAB/ETC (I).
2. Press LINE SPACING (V).
3. To change the number of spaces between lines: press UP (IV) to increase the spaces between lines. Press DOWN (V) to decrease the spaces.
4. Press DONE (VI).

When you press DONE (VI) you will not see any change in the text on your screen. However, your work will be printed with the line spacing you have specified. SmartWRITER is preset for single spacing.

### Margins — Left and Right

SmartWRITER Word Processing comes with standard left (10) and right (70) margin settings. To change these settings use MARGIN/TAB/ETC (I).

1. Press MARGIN/TAB/ETC (I).
2. Press HORIZ MARGIN (II).
3. To indicate whether you want to change the left or right margin, press LEFT 10 (III) or RIGHT 70 (IV).
4. To indicate where you want to set your margin, use left and right arrow keys to position the indicators at the top of your screen. Notice that the number of the new setting appears in the Smart Key Label.
5. Press DONE (VI) or; if you now want to set top and bottom margins, press TO: VERT MARGIN (V).

## Chapter 12

### **Margins — Top and Bottom**

SmartWRITER Word Processing comes with standard top (6 lines or 1") and bottom (6 lines or 1") margin settings. These settings can be easily changed using MARGIN/TAB/ETC (I).

1. Press MARGIN/TAB/ETC (I).
2. Press VERT MARGIN (III).
3. To indicate whether you want to change the top or bottom margin, press TOP 6 (III) or BOTTOM 60 (IV).
4. To indicate where you want to set your margin, use the up and down arrow keys to position the indicators at the left of your screen. Notice that the number of the new setting appears in the Smart Key Label.
5. Press DONE (VI) or, if you now want to set right and left margins, press TO: HORIZ MARGIN (V).

### **Move (MOVE/COPY)**

To move any block of text that appears on one screen from its original location to a new location:

1. Press the MOVE/COPY key.
2. Press the Smart Key MOVE (V).
3. Highlight the first character of the text to be moved by moving the cursor under it and pressing HI-LITE FIRST (IV). Highlight the last character of the text to be moved by putting the cursor under it and pressing HI-LITE LAST (V). The last character must be on the same screen as the first.
4. Move the cursor to the location where the text is to be moved.
5. Press MOVE (VI) to move the text. Surrounding text automatically re-adjusts.

## Chapter 12

### **Moving Window Format**

When you begin using SmartWRITER Word Processing, it is in the Standard Format. In the Standard Format, you type on a roller at the bottom of your screen. Then, as you continue to type, your text moves up the screen.

By using SCREEN OPTIONS (II) you can select the Moving Window Format. In the Moving Window Format, text you type appears at the top of your screen. There is no roller. As you continue to type, your text moves down the screen. Text you type in the Moving Window Format can be as wide as 80 characters, and it will appear on your screen exactly as it will when it is printed. For this reason, Moving Window Format is usually used when you want to type columns or charts. In the Moving Window Format, your screen is like a window that moves over your text. You see part of what you have typed as your screen moves 4 characters at a time across the text.

1. Press SCREEN OPTIONS (II).
2. Press MOVING WINDOW (VI).

When you insert, delete, and make other changes in the Moving Window Format, your text will automatically be re-adjusted.

### **Page End**

SmartWRITER Word Processing automatically fills each page according to the top and bottom margins you set. You can create shorter pages, however, by using the END PAGE Smart Keys.

1. Position the cursor where you want the page to end.
2. Press MARGIN/TAB/ETC (I).
3. Press END PAGE (VI). A special End Page marker (the letter "E" inside a black square) now appears on your screen.

If you want to divide a page, position the cursor where you want the page to be divided, press the INSERT key, press END PAGE (V), and finally, press DONE (VI).

## Chapter 12

### **Paper Size**

The most commonly used paper is 8-1/2" wide by 11-1/2" long. SmartWRITER Word Processing is preset to this "letter" size paper. You can also use paper that is 14" long. This size paper is sometimes called "legal" size.

1. Press MARGIN/TAB/ETC (I).
2. Press TYPE OF PAPER (I).
3. The paper size to which SmartWRITER is currently set is listed in the message area. To change the paper size setting, press LETTER 11 (III) or LEGAL 14 (IV).
4. Press DONE (VI); or, if you now want to set top and bottom margins, press TO: VERT MARGIN (V).

### **Paper Type**

You can insert single sheets of paper into your printer to print text, or you can print your work on fanfold paper. Some people call fanfold paper "computer paper." It is a continuous length of paper that has special holes on each side and is divided into perforated sheets. You can use this type of paper with or without a "tractor feeder" — a device that holds the computer paper firmly in place. However a "feeder" is recommended. You indicate what type of paper you want to use during the print command.

1. Press PRINT.
2. Specify the text you want to print by pressing PRINT HI-LITE (III), PRINT SCREEN (IV), PRINT WK-SPACE (IV).
3. The type of paper you have chosen appears on your screen in the message area. To change from single sheet to fanfold, or fanfold to single sheet, press Smart Key II.
4. Refer to PRINT for further instructions on the PRINT procedure.

## Chapter 12

### Print (PRINT)

Before you begin the print procedure, make sure paper is inserted in your printer. To get the correct margin at the top of your paper, put the top edge of your paper just under the paper bar.

1. Press PRINT.
2. Then press the appropriate Smart Key to specify the amount of text you want to print — only highlighted text in the workspace (III), all the text that is on the screen (IV), or all the text in the workspace (V).
3. If you want to print your text with page numbers, press AUTO PAGE # (IV). If you want to number the first page with a number other than 1, press 1ST PAGE # IS 1 (III).
4. When you are ready to print, press PRINT (V).

To print highlighted text, be sure to highlight text to be printed before you press PRINT.

To stop the printer, press STOP PRINT (V). To restart the printer, press PRINT (V) again.

To cancel the current printing task, press ESCAPE/WP.

## Chapter 12

### **Rename a File**

To change the name of a file that has been stored:

1. Use the "get" procedure to bring the file back to your screen.
2. Use the "store" procedure to store the file, only this time give the file a different name.
3. If you want to erase the file under its original name, use the "delete a file" procedure.

### **Replace**

The Smart Key labeled SEARCH (III) allows you to automatically substitute one word or group of words for another word or group of words throughout your workspace. This command can save you time in updating information correcting spelling errors. For example, you may type a report that contains the name "Smith" in several different locations. Later, you discover that the correct spelling of the name is "Smithe." Follow this procedure to automatically correct your text and replace every "Smith" with "Smithe."

1. Position the cursor at the point from which you want to start the search.
2. Press SEARCH (III).
3. Type the old text you want to find.
4. Press START SEARCH (VI).
5. Press REPLACE (V).
6. Type the new text you want to add.
7. Perform one of the following steps:
  - To replace this instance of old text with new text, press REPLACE (V). Then, to locate the next instance of the old text, press SEARCH NEXT (IV). To replace the next instance, press REPLACE (V).
  - To replace all instances of old text with new text, press REPLACE ALL (VI).

## Chapter 12

### Reset

There are two reset switches on ADAM and Expansion Module #3. Here is how they are used.

- \* On ADAM: Whenever you pull the Computer Reset Slide Switch (located to the left of the cartridge port), the work space is cleared. If there is a pre-programmed digital data pack (like SmartBASIC) in Drive A, the data pack is loaded. Otherwise, the system returns to Electronic Typewriter.

Pull the Cartridge Reset Switch, located to the right of the cartridge port, to start playing a cartridge game. This switch also resets the system in case of cartridge game malfunction.

- \* On Expansion Module #3: Whenever you pull the Computer Reset Slide Switch (located on top of the unit, near the front), the work space is cleared. If there is a pre-programmed digital data pack (like SmartBASIC) in Drive A, the data pack is loaded. Otherwise, the system returns to Electronic Typewriter.

Pull the ColecoVision Reset Switch, which is located on the front of the ColecoVision console, to start playing a cartridge game. This switch also resets the system in case of cartridge game malfunction.

### Screen Options

The Smart Key labeled SCREEN OPTIONS (II) changes the color you see or the sound you hear in SmartWRITER Word Processing. You can also use this key to move between the Standard Format and the Moving Window Format.

### Search

Using SEARCH (III) you can find text within a work space. You may want to change the text you are looking for (see REPLACE), or you may want to check some information. You can also use this command to move to a specific section of a work space.

1. Position the cursor at the point from which you want to start the search.
2. Press SEARCH (III).
3. Type the text you want to find.
4. Press START SEARCH (VI).
5. If necessary, to find the next instance of text, press SEARCH NEXT (IV).
6. If necessary, repeat Step 4.
7. To end the procedure, press DONE (VI).

## Chapter 12

### Sound

SmartWRITER Word Processing communicates with you by using a variety of sounds. For example, when you have almost filled up the workspace, you will hear a special sound.

Using SCREEN OPTIONS (II), you may select one of three different sound levels: no sound, partial sound, or full sound. When SmartWRITER Word Processing begins, the sound is set at "full."

1. Press SCREEN OPTIONS (II).
2. To select a different sound setting, press one of the following keys: NO SOUND (III), PARTIAL SOUND (IV), or FULL SOUND (V).

### Standard Format

When you first begin using SmartWRITER Word Processing, it is in the Standard Format. In the Standard Format, you type on a roller at the bottom of your screen. The roller holds only the text that will print as one line. Then, as you continue to type, your text moves up the screen.

By using SCREEN OPTIONS (II) you can select the Moving Window Format. Later, you can use SCREEN OPTIONS (II) again to return to the Standard Format after using the Moving Window Format.

1. Press SCREEN OPTIONS (II).
2. Press STANDARD FORMAT (VI) or MOVING WINDOW FORMAT (VI).

## Chapter 12

### Store (STORE/GET)

To store text, first insert a digital data pack into the computer.

1. Press the STORE/GET key.
  2. Decide how much text you want to store, and press the appropriate Smart Key: STORE HI-LITE (III), STORE SCREEN (IV), STORE WK-SPACE (V).
  3. To indicate where you want to store your work, press the appropriate drive label.
  4. To create a new file, type a file name (up to 10 characters) for your text.
  5. Press STORE HI-LITE, STORE SCREEN or STORE WK-SPACE (VI).
- \* To store highlighted text, be sure to highlight text to be stored before you press STORE/GET. But, you cannot highlight and store underlined text.

### Subscript

Subscripted characters appear half a line below the regular line of type. An example is a footnote number. Before you subscript characters, be sure to set your line spacing at 2 or greater.

1. Press SUPER/SUBSCRIPT (VI).
  2. Press SUBSCRIPT (V). A special "Begin Subscript" bracket (an "L" shaped character facing to the right) appears on your screen.
  3. Type the text to be subscripted.
  4. Press DONE (VI). A special "End Subscript" bracket (an "L" shaped character facing to the left) appears on your screen.
- \* To erase subscript use DELETE or BACKSPACE.  
\* To add subscripted text, use INSERT.

## Chapter 12

### **Superscript**

Superscripted characters appear half a line above the regular line of type. An example is the "2" in "E=MC<sup>2</sup>". Before you superscript characters, be sure to set your line spacing at 2 or greater.

1. Press SUPER SUBSCRIPT (VI).
2. Press SUPERScript (VI). A special "Begin Superscript" bracket (an upside down "L" shaped character facing to the right) appears on your screen.
3. Type the text to be superscripted.
4. Press DONE (VI). A special "End Superscript" bracket (an upside down "L" shaped character facing to the left) appears on your screen.

- \* To erase superscript use DELETE or BACKSPACE.
- \* To add superscripted text to existing text, use INSERT.

### **Tabs**

Use tabs to indent a line of a paragraph or to position items in a list. Tabs are also used for typing name and address lists, budgets, and charts -- especially when Moving Window Format is used.

Set up tabs by using the MARGIN/TAB/ETC Smart Key (I). You can set one tab at a time, clear one tab at a time, or clear all tabs. Use these steps to clear and set tabs.

1. Press MARGIN/TAB/ETC (I).
  2. Press TAB (IV).
  3. Use the left and right arrow keys to position the tab pointer at an existing tab stop as shown on the margin scale at the top of the screen.
  4. Press TAB CLEAR (IV).
  5. Use the left and right arrow keys to position the tab pointer where the new tab stop should be.
  6. Press TAB SET (III) to set a tab stop.
  7. Repeat steps 3 and 4 to clear a tab, and 5 and 6 to set a tab.
  8. When finished, press DONE (VI).
- \* To clear all tab stops, complete the first two steps, and then press ALL CLEAR (V), followed by DONE (VI).

## Chapter 12

### **Underline**

To underline text, position the cursor at each character you wish to underline, and simply press the "Shift" key and the character "6" simultaneously. This will produce the underline symbol.

(NOTE: You can overstrike underlined text without deleting the underline. To delete the underlined text, HI-LITE the underlined text and press DELETE or use BACKSPACE.)

### **Undo (UNDO)**

UNDO is one of the "oops" Command Keys. It will allow you to change your mind immediately after completing CLEAR or BACKSPACE.

All you do is press the UNDO key and the effects of the previous procedure are erased. For example, if you erased a word using backspace, all you have to do to get it back is press UNDO. This must be done immediately after having completed the procedure. If you are in the middle of a procedure and change your mind, don't use UNDO. Instead, use ESCAPE to "back out" of the procedure.

If you have highlighted text during a procedure and then press UNDO, your screen will return to normal and text will remain highlighted.

UNDO will not restore a deleted file, but you can get the backup copy of the file if one exists.

### **Wild Card (WILD CARD)**

This key is reserved for future use. If you press WILD CARD, you will not see any effect on your text.

### **WP (ESCAPE/WP)**

Whenever you turn your computer on and want to use SmartWRITER rather than the Electronic Typewriter, you press the key labeled ESCAPE/WP. To get out of the word processing mode, use the computer reset switch. The computer reset switch clears all text.

## GLOSSARY

## GLOSSARY

### GLOSSARY OF WORD PROCESSING TERMS

**COPY:** A word processing feature that allows you to duplicate information. After you have copied a word, it exists in two places — its original location and a new location. To copy information, use the MOVE/COPY key.

**CURSOR:** The small, bright "underline" character that appears on your screen. The cursor on a computer is like the point of a pencil — wherever the cursor is positioned is where your computer will be "writing" next.

**DELETE:** a word processing feature that allows you to "erase" typed information. After text has been deleted, it no longer appears on your screen.

**ESCAPE:** A SmartWRITER Word Processing feature that allows you to stop using any procedure. To "escape" from any procedure, press the ESCAPE/WP key.

**GET:** In SmartWRITER Word Processing, the process of recalling information stored on a digital data pack to the screen.

**HIGHLIGHT:** The process of indicating what words you want to work with (for example, DELETE). In SmartWRITER Word Processing, highlighted text is underlined in red.

**INSERT:** A word processing feature that allows you to add text to typed information. After letters and/or words have been inserted, they are automatically adjusted to fit within existing text.

**MOVE:** A word processing feature that allows you to transfer information from one location to another. After you have moved a word, it exists in one place — its new location. To move information, use the MOVE/COPY key.

## GLOSSARY

**MOVING WINDOW FORMAT:** One of two different ways you can use SmartWRITER Word Processing. The Moving Window Format is useful for charts and lists because you can see how the text lines up vertically.

**REPLACE:** A word processing feature that allows you to automatically substitute one word or phrase for another.

**SEARCH:** A word processing feature that allows you to automatically locate a specific word or phrase.

**Smart Keys:** The six keys (labeled I - VI) at the top of your ADAM Family Computer System keyboard. Smart Keys are labeled on your screen. These labels change as you use SmartWRITER Word Processing, and tell you what will happen when you press a Smart Key.

**STANDARD FORMAT:** One of two different ways you can use SmartWRITER Word Processing. In the Standard Format, typed information first appears at the bottom of your screen, on a roller. The roller holds as much text as will fit on a printed line.

**STORE:** In SmartWRITER Word Processing, the process of saving information on a digital data pack. After information has been stored, it can be recalled to the screen. Then, the information typed earlier can be changed or printed.

**UNDO:** In SmartWRITER Word Processing, a special key that allows you to reverse certain commands.

**WORD PROCESSING:** Using word processing you can type and see information on your screen. Then, before printing your letter or report, you can make any necessary corrections. After printing, you can store a copy of your work. Stored work can be recalled to the screen, changed, and printed later. SmartWRITER Word Processing is built into your ADAM Family Computer System.

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